

**CHILD PLACEMENT REVIEW BOARD
EXECUTIVE COMMITTEE MEETING
OPEN SESSION MINUTES
SEPTEMBER 11, 2015
BUENA VISTA
9:30 A.M-12:30 P.M**

Members Present: Bonnie Maull, Neal Tash, Judy Mellen, Bob Hamilton, Joe Dell'Olio, Barbara Blair

Members Absent: Alexis Bryan-Dorsey, Carolyn Walker, Cindy Montejo, Mike Norton

Staff Present: Julia Pearce, Katie Toole, Amy Wilburn

Deputy Attorney General: Lisa Barchi (absent-excused)

OPEN SESSION BEGAN AT 9:35 A.M

I. APPROVAL OF MINUTES FROM AUGUST 14, 2015

A motion to approve the minutes from August 14, 2015 was made and seconded and the minutes were approved as corrected.

BEGIN CLOSED SECTION 9:45AM

II. PETITION CASES

*Discussions regarding petition cases are confidential and not open to the public.
Separate meeting minutes were prepared for the closed session.*

RETURN TO OPEN SESSION 9:55AM

III. OPERATIONAL ISSUES

A. AMENDMENT DETERMINATIONS

- **BACKGROUND CHECKS**

Julia Pearce prepared a document to show how section 3804 (d) in our statute should read regarding background checks. Ms. Pearce shared that document with the Executive Committee to get their input. The committee liked the document as is and Neal Tash made the motion to approve section 3804 (d) with no changes, Bonnie Maull seconded the motion and all were in favor.

- **COUNTY OF RESIDENCE**

Ms. Pearce also proposed new language for section 3803 (c) of our statute. This section is regarding serving in the county where you reside. Currently it reads as follows "A board member must be a resident of the county in which the member is appointed to serve for at least 1 year immediately preceding the appointment and must continue to be a resident of Delaware while serving as a member of the Board." The Executive Committee agreed to change that section to read as follows "A Board member must continue to be a resident of

Delaware while serving as a member of the Board.” The reason for the change is so that Board members can serve in any county in Delaware regardless of what county they reside in. Bob Hamilton made a motion to approve section 3803 (c) as corrected, Neal Tash seconded the motion and all committee members were in favor.

Barbara Blair asked for clarification regarding the last sentence in section 3803 (c) which reads “However, a member may continue to serve until a successor is appointed.” Lydia Prigg with Boards and Commissions suggested that we take that sentence out because it is already stated in the state constitution. The Executive Committee would like to keep this in our statute in the event that a Board member has a question about it. It would be much easier to direct them to our statute than to the state constitution. Neal Tash made the motion to keep the last sentence in the statute, Barbara Blair seconded the motion, all committee members were in favor.

B. FY 2017 BUDGET REQUEST

Julia Pearce gave an update on the Scholarship Coordinator position. She reported that additional information was requested by AOC to include this request in the Judicial Branch FY 17 budget request. Ms. Pearce worked with Katie Toole to get this information submitted to AOC before the deadline.

Ms. Pearce is also working on a report regarding the CPRB that we submit annually to AOC to be included as part of their budget request.

C. ANALYSIS OF REVIEW COORDINATOR PAY GRADE

The Executive Committee discussed the possibility of changing the pay grade for the Review Coordinators. It has been about twenty years since the last time the pay grade was changed and the job duties and responsibilities for that position have changed tremendously. Amy Wilburn has taken the initiative to request this from AOC (Administrative office of the Courts). Ms. Wilburn will talk with the Review Coordinators about what information is needed to put this request through.

D. ADVANCE DISTRIBUTION OF REVIEW DOCUMENTS

There was discussion at a past Executive Committee meeting about the possibility of sending review materials electronically to panel members prior to reviews. The purpose of this would be to better prepare panel members for the reviews. The Executive Committee asked that Julia Pearce write up a policy for the distribution of the review materials as well as a confidentiality policy.

Ms. Pearce presented the Executive Committee with the policies she drafted for approval. The committee asked that Ms. Pearce give these policies to our DAG, Lisa Barchi, for her to review to make sure they are legally binding and to get any input from her. Neal Tash made a motion to approve the policies pending any legal adjustments, the motion was seconded by Joe Dell'Olio, all were in favor.

E. GENERAL UPDATES

1. ANNUAL REPORT

Julia Pearce and Amy Wilburn are pulling together the data for the Annual Report. Ms. Pearce anticipates having a final draft to send to the Annual Report Committee for finalization by Friday September 19th.

2. BOARD MEMBER APPOINTMENTS

Bonnie Maull has spoken with an additional three potential volunteers this month. Ms. Maull has referred them to apply through Boards and Commissions. Ms. Maull has a series of questions she asks potential volunteers to make sure there are no conflicts of interest. Currently we do not ask these potential volunteers if they or a family member has an open case with DFS. Ms. Pearce would like this question added as that is a potential conflict of interest while serving on our board.

3. REVIEW OBSERVATIONS

Julia Pearce has observed several panels throughout the month of August. Some of the training issues and observations Ms. Pearce reported on included; more training is needed regarding how to turn a concern into a question so it doesn't seem like the panel members are lecturing; training on how to avoid diagnosing a child during the review; panel members should be assigned to a specific "area" during a review, for example, one panel member will ask questions regarding education and another panel member will ask about mental health, in an effort to not ask questions that have already been asked. These are just a few of the observations that Ms. Pearce would like to focus on moving forward.

4. SCHOLARSHIP REGULATIONS

The Davis Scholarship regulations will be published in October, and should be official in November.

IV. QUESTIONS/DISCUSSION REGARDING AGENCY'S MONTHLY REPORT

Judy Mellen suggested that Julia Pearce delegates to the Executive Committee some of the community meetings that she is unable to attend. Ms. Pearce is going to work on gathering information on what meetings are being held and present that to the Executive Committee so they can choose what meetings they would like to attend. It is important for the CPRB to have representation at these meetings.

V. BOARD MEMBER STATUS

There were no changes for the month regarding board member status.

****THE MEETING CONCLUDED AT 11:27 A.M. ****

*THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE AT THE
SMYRNA STATE SERVICE CENTER
ON OCTOBER 9, 2015*